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June 28, 2011

To: Audit Committee

From: Lisa M. Garrett
Director of Personnel

Subject: **REVIEW – BOARD POLICY NO. 9.170 – TWO-WEEK NOTICE
FOR LAYOFF OR REDUCTION**

In response to a June 11, 2011 request from the Executive Office, attached is the completed sunset review recommendation for Board Policy No. 9.170, *Two-Week Notice For Layoff Or Reduction*.

The Department of Human Resources recommends that this policy remain in effect as written with an extended sunset review date of four years to September 18, 2015. If you have any questions, please contact Marion C. Figueroa, Senior Human Resources Manager, at (213) 351-8945.

LMG:SKT
MLH:MCF:ss

Attachment

I/BOS 9.170 Two Week Notice for Layoff or Reduction memo 6.22.11



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.170	Two-Week Notice For Layoff Or Reduction	9/10/96

(See also [3.080](#), [5.110](#) and [9.160](#))

PURPOSE

Provides minimum time frame requirements to distribute layoff/reduction notices to affected employees.

REFERENCE

April 25, 1995 Director of Personnel's memorandum to all Department Heads, "[DHR Coordination of Workforce Reduction](#)"

September 10, 1996 [Board Order 47](#)

July 25, 1997 County of Los Angeles, Department of Human Resources Policies, Procedures, and Guidelines No. 1030 entitled *Workforce Reduction Management Guidelines*

POLICY

Layoff/reduction notices shall be distributed to all affected employees as soon as reasonably possible but no later than two weeks prior to the effective date of the layoff/reduction. Various Memoranda of Understanding (MOUs) contain language with regard to layoffs. Review the MOU of affected employees prior to implementing a layoff plan.

RESPONSIBLE DEPARTMENT

Department of Human Resources

DATE ISSUED/SUNSET DATE

Issue Date: September 10, 1996

Review Date: September 18, 2003

Review Date: August 16, 2007

Review Date: June 6, 2011

Sunset Review Date: September 10, 2003

Sunset Review Date: September 18, 2007

Sunset Review Date: September 18, 2011

Sunset Review Date: September 18, 2015